

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-150**

**POSITION TITLE/NUMBER:** Program Analyst, 05-150, (PD Number N0243)

**GRADE/SALARY:** GS-0343-09     \$41,772.00 - \$54,300.00 per annum

**DUTY LOCATION:** VACL, Fort Pickett, Blackstone, VA

**OPENING DATE:** 15 September 2005                      **CLOSING DATE:** 29 September 2005 (1700 hrs)

**EMPLOYMENT STATUS:** Non-dual Status (Competitive) Service Male/Female

**WHO CAN APPLY:**

**GROUP I** - Applications will be accepted from all qualified Non-dual Status (Competitive) employees currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**POINT OF CONTACT:** LTC Charles D. Taylor, (434) 292-8538

**QUALIFICATION REQUIREMENTS**

**GENERAL:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

**SPECIALIZED EXPERIENCE:** Must have one (1) year equivalent to at least the GS-07 level that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS:** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are not used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques.
2. Ability to apply practices, theories, techniques, and methods of management.
3. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability.
4. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.
5. Skill in working with people of various trades and backgrounds.
6. Ability to orally present and discuss complex matters in a clear and convincing manner.

**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION N0243:** Reviews, evaluates and analyzes obligations and expenditures. Assists management in interpretation and utilization of reports and information provided. Provides guidance and instructions to subordinate organizations for proper management of programs. Based on budget guidance received from higher headquarters, develops an annual

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budget for programs. Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Assists the management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Develops and prepares current year program spreadsheets. Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@va.ngb.army.mil](mailto:vanguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

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DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer